



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS 13TH SUSTAINMENT COMMAND (EXPEDITIONARY)  
FORT HOOD, TEXAS 76544

AFVG-CG

05 February 2007

MEMORANDUM FOR See Distribution

SUBJECT: 13 SC(E) Family Readiness Group Appropriated Funds Program

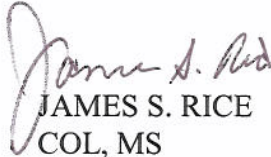
1. The purpose of this memorandum is to implement a 13<sup>th</sup> Sustainment Command (Expeditionary) (13 SC(E)) Family Readiness Group (FRG) policy and procedure for spending federal appropriated funds. This memorandum serves only as a supplement to and does not supersede the Federal Acquisition Regulation, Department of Defense or Army Government Purchase Card policies, and Army Regulations 735-1 and 710-2.
2. In late fiscal year 2006 (1 Oct through 30 Sep), the 13 SC(E) Commanding General gave the requisite authority to begin spending federally appropriated dollars on FRGs and related missions. The official guidance from the Department of the Army is "...FRGs are an official program of the Department of the Army. As an official Army program, FRGs and Family Support Centers should be funded by Commanders with OMA/appropriated funds..." (ALARACT 207/2005, Family Readiness Group Funding).
3. Given this Army guidance, \$75,000 was earmarked for the 13 SC(E) at the corporate level. This equates to \$1,750 at the brigade level, \$1,050 at the battalion level, and \$10.98 per authorized Soldier at the company level. Funds allocation for each respective unit is included in enclosure 1. As with all federally appropriated monies, these funds may be adjusted up or down at any time (without prior notification).
4. The Family Readiness Group Deployment Assistants (FRG DA) will have the oversight responsibility for tracking fund balances within their respective hierarchies. Furthermore, each company level commander is also responsible for tracking FRG fund availability and balancing with the FRG DAs. Enclosure 2 contains a simple spreadsheet that will help track funding balances.
5. The unit logisticians (S-4s) are also responsible for assisting the FRGs with making purchases using only their Government Purchase Cards (GPC). No later than the 24<sup>th</sup> of each month, the S-4s must submit a reimbursement spreadsheet, as depicted in enclosure 3, to the 13 SC(E) Comptroller's Office.

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6. If a unit FRG has a requirement that the government can support using a GPC, then it must submit a purchase request form (enclosure 4) through its respective company commander, FRG DA, GPC cardholder, and GPC billing official. The requestor or FRG representative must accompany the GPC cardholder to any businesses that can fill a request, and they must sign for the merchandise once it is purchased.
7. The entire military chain involved with this process is still responsible for accountability of items purchased and must still comply with all GPC policies. If at any time a cardholder or billing official feels a purchase is questionable or inappropriate, they must disapprove the purchase and/or seek guidance from higher commands.
8. The following list contains more common inappropriate uses of a GPC. This list is not conclusive or limited. As a reminder, the GPC will not be used for the following purposes:
  - a. Cash advances
  - b. Purchase of telecommunications services or airtime
  - c. Purchase of maintenance services
  - d. Purchase of items that are morale/unit fund related
  - e. Gifts, presents, plaques
  - f. Purchase of printing services
  - g. Purchase of items with the intent to use in fund raising events
  - h. Class I (food & drink) purchases are not authorized except for some requirements (e.g., Equal Opportunity)
  - i. Bottled water for human consumption
  - j. Personal convenience items (e.g., space heaters)
  - k. Monthly recurring charges (e.g., babysitting)
  - l. Controlled substances
9. The POC for this memorandum is MAJ Matt Gorski at (254) 287-8893 or Ms. Lynne Scot at (254) 287-8892.

Encl

  
JAMES S. RICE  
COL, MS

13 SC(E) Commander (Rear)

DISTRIBUTION

Commander, 4<sup>th</sup> Sustainment Brigade  
Commander, 1<sup>st</sup> Medical Brigade  
Commander, Special Troops Battalion  
Commander, 4<sup>th</sup> Corps Material Management Center  
Commander, 49<sup>th</sup> Movement Control Battalion



<u>Parent Unit</u>	<u>Company</u>	<u># Authorized</u>	<u>Company Allocation</u>
STB	HHC, 13th SC	355	\$ 3,898
	565th QM Co	148	\$ 1,625
1MED BDE	21st CSH, HHD, A, B	235	\$ 2,580
	36th MED BN	54	\$ 593
	61st MED BN	76	\$ 834
	546th MED Co	75	\$ 823
	566th MED Co	75	\$ 823
	581st MED Co	75	\$ 823
	582nd MED Co	80	\$ 878
	583rd MED Co	80	\$ 878
	85th MED CS	33	\$ 362
	126th MED Det	15	\$ 165
	43rd MED (VS)	55	\$ 604
	28th MED (VS)	14	\$ 154
	555th MED Det	15	\$ 165
	502nd MED Co	68	\$ 747
	534th Med Det	15	\$ 165
	224th MED Det	13	\$ 143
	932nd MED Det	30	\$ 329
	HHC, 1st MED BDE	91	\$ 999
4th SUS BDE	BTB	363	\$ 3,985
	151st AG Co	59	\$ 648
	181 CM Co	129	\$ 1,416
	HHD, 2nd CM BN	63	\$ 692
	31st CM Co	148	\$ 1,625
	664th OD Co	172	\$ 1,888
	60th OD Plt	51	\$ 560
	13th CM Co	147	\$ 1,614
	157th QM Co	122	\$ 1,339
	96th TRAN Co	299	\$ 3,283
	53rd QM Co	190	\$ 2,086
	263rd MNT Co	326	\$ 3,579
	602nd MNT Co	317	\$ 3,480
	HHD 180th TRAN BN	51	\$ 560
	553rd SPT BN HHD	76	\$ 834
	289th SUP Co	188	\$ 2,064
	62nd QM Co	162	\$ 1,779
	418th TRAN Co	173	\$ 1,899
	297th TRAN Co	160	\$ 1,757
	44th CM Co	106	\$ 1,164
	46th CM Co	143	\$ 1,570
	406th TRAN Det	23	\$ 253
4 CMMC	4th SPT CTR	345	\$ 3,788
49 MCB	259th TRAN Det	21	\$ 231
	49th TRAN CTR	57	\$ 626
	151 TRAN Det	21	\$ 231
	571st TRAN Det	21	\$ 231
	80th TRAN Det	21	\$ 231

	<b><i>Plug Figures</i></b>			
	Total Program	\$ 75,000		
	Company Allocation Per Soldier	\$ 61,000		
	Total # Authorized	5,556		
	Allocation Per Authorization	\$ 10.98		
	Delta	\$ 14,000		
			<b># Units</b>	<b>Per Unit</b>
	Brigade Allocation Rate	\$ 3,500	2	\$ 1,750
	Battalion Allocation Rate	\$ 10,500	10	\$ 1,050
	Sub-Total			\$ 14,000
	Funds Distributed			\$ 75,000

FRG Program	\$ 5,000.00		
<b>Transaction</b>	<b>Purchase Description</b>	<b>Item Cost</b>	<b>Balance</b>
Beginning Balance			\$ 5,000.00
Lowes	Stuff	\$ 475.63	\$ 4,524.37
AAFES	This-N-That	\$ 273.41	\$ 4,250.96
		\$ 43.00	\$ 4,207.96
			\$ 4,207.96
			\$ 4,207.96

End  
2



# 13 SC(E) Family Readiness Group Purchase Request Form

\*\*\*\*\* Allow 3-4 weeks processing time\*\*\*\*\*

FRG Leader:		Date:		
FRG Senior Advisor:				
Unit:		Items Rec'd By:		
Phone:				
Item Description (Need 3 Quotes)	Qty	U/I	Unit Price	SubTotal
1)				
2)				
3)				
4)				
			Grand Total	
Justification:				
Requestor's Name (Print):		Position:	Signature:	
			Date:	
Unit Commander's Name (Print):		Rank:	Signature:	
			Date:	
Brigade FRGDA's Name (Print):			Signature:	
			Date:	
Government Purchase Cardholder Name (Print)		Rank:	Signature:	
			Date:	
GPC Billing Official Name (Print)		Rank:	Signature:	
			Date:	

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4